

AccessAbility

Registration Form



Student registration for AccessAbility services

AccessAbility provides practical support, advocacy and guidance for students with a temporary or permanent disability, health condition including mental health conditions and neurodivergence. Support is also available for students who are carers of individuals with a disability or health condition. To access these services, students must complete a registration form outlining details of their health condition, it's impact on their academic studies, and what support or adjustments may be helpful.

Please complete this registration form and return to AccessAbility. Submit via email AccessAbility@newcastle.edu.au or drop it into SC212 (Callaghan).

Step 1. Complete Registration Form

Student Surname:

First Name:

Preferred Name:

Student Number:

Pronouns:

Phone:

Alternative contact number (optional):

Preferred method of contact:

Phone

Email

Do you have an NDIS (National Disability Insurance Scheme) plan? (for more information go to ndis.gov.au)

Yes

No

In the process of obtaining

Campus (select all that apply):

Callaghan

Newcastle City

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Ourimbah

Gosford

Singapore PSB Academy

Singapore NAIHM

Singapore BCE Academy

Online

Program of Study:

e.g. B Arts, M Pharmacy, Open Foundation

Data is gathered through MyHub on students with a disability/health condition that determines federal funding allocated to the University to support students with disability/health conditions. This data is also used so that students with disability/health conditions can be granted priority allocation of their preferred timeslots for classes.

Have you indicated in MyHub that you have a disability/health condition?

Yes

No

To update your details: (if above is 'no')

1. Visit MyHub
2. Select 'Personal information'
3. Select 'Disability information'
4. Answer three questions

Provide details of your disability/health condition and the impact to your studies:

What support/adjustments are you requesting or have been recommended by your specialist?

This can also be discussed with an AccessAbility Advisor at your appointment. For information on supports available, visit the [AccessAbility website \(Disability Hub\)](#).

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Have you had support/adjustments in previous studies? If yes, please provide details:

Please provide any other information you feel is relevant that should be considered by the AccessAbility Advisor when determining your support requirements:

Consent

The University of Newcastle (the University) is subject to the [Privacy and Personal Information Protection Act 1998 \(NSW\)](#) and the [Health Records and Information Privacy Act 2002 \(NSW\)](#). Information you provide in your registration will be protected in accordance with the [University Privacy Management Plan](#) and used to offer you practical assistance and advice related to a disability or health condition.

AccessAbility, as part of the University, aims to assist students to meet the inherent requirements of their course whilst maintaining academic independence. By submitting to AccessAbility, it is understood that you have read this statement and agree to the use and disclosure of your personal information as detailed in the [Privacy Management Plan](#).

Reasonable Adjustment Plan

As part of registration with AccessAbility, a Reasonable Adjustment Plan (RAP) may be developed to communicate recommended adjustments discussed and agreed upon by you and an AccessAbility Advisor. So adjustments can be put in place to minimise the impact of your condition/s on your studies, a copy of your RAP will need to be provided to relevant staff. This will include your Course Coordinators and, at times, other academic staff (lecturers, tutors) or administration staff within your School. Your RAP will only be shared with University staff who need to implement your RAP.

You can choose whether you would like AccessAbility to provide a copy of your RAP to relevant staff, or you can share this with them yourself. You can also withdraw your consent for your RAP to be shared by AccessAbility at any time by contacting AccessAbility@newcastle.edu.au or completing the online [AccessAbility Ongoing Support Form](#), or printable [AccessAbility Consent Preferences Form](#) however, this may affect the University's ability to make adjustments for you.

I do not consent to my Reasonable Adjustment plan being shared by AccessAbility

Please be aware that **by not consenting, you are agreeing to provide your RAP to your Course Coordinators** at the beginning of each teaching period.



Advocate

Please complete this section if you wish to nominate someone (a family member, partner, friend or formal advocate) to speak on your behalf to AccessAbility staff. Please note that this is completely voluntary and offered to help you to access assistance and advice from AccessAbility. You do not need to nominate anyone to speak on your behalf to AccessAbility staff.

Advocate Name

Relationship to you

Phone number of advocate

Email address of advocate

By signing below, I consent to AccessAbility staff communicating with the person listed as my advocate for the purposes of providing me with appropriate support in relation to my participation in University programs. I further consent my advocate and AccessAbility staff to discuss my personal and health information (which may include details of my disability, enrolment status, course load and/or Reasonable Adjustment Plan). I understand that my advocate does not have the power to make major decisions on my behalf unless they hold a legal authority to do so, but may be consulted in relation to them (e.g. enrolment, withdrawal, leave). I understand that I may revoke this consent at any time by emailing AccessAbility@newcastle.edu.au or completing this form.

Student Signature

Date

Step 2. Provide Health Practitioner Documentation

Students who request consideration and support based on their disability and/or health condition are required to provide the University with relevant medical documentation from a suitably qualified health professional.

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By providing documentation to AccessAbility via online form, email or in person, I authorise the release of information relating to my disability/health condition(s) and/or information relating to the disability/health

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condition of the person for whom I provide care for to the AccessAbility service at the University including information requested in this report, any information reasonably requested by the University in accordance with the consent below, and any other information my medical practitioner may deem appropriate to disclose to the University in the circumstances.

I also authorise AccessAbility staff to contact my health practitioner to seek additional information for the purposes of:

- validating the existence of my disability/health condition and/or carer responsibilities,
- guidance regarding the effects of the disability/health condition and/or carer responsibilities and its impact on my study, and
- to otherwise clarify information my health practitioner has already supplied.

Students can provide medical documentation in a number of ways:

1. Provide existing medical documentation via email at AccessAbility@newcastle.edu.au or in person at the AccessAbility Office, Student Services Building, Room SC212, Callaghan.
2. Have your relevant health professional fill out the [online Health Practitioner Report](#) and submit to AccessAbility in the portal.
3. Download or receive a printed copy from AccessAbility of the [Health Practitioner Report](#) to take to your relevant health professional and email or submit in person to AccessAbility.